

## Instructions: 2009 – 2010 Verification Worksheet Federal Student Aid Programs

Dear Student:

Your application was selected for review in a process called “verification”. In this process, Temple University will be comparing information from your FAFSA application with signed copies of you and your parents 2008 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or Temple University may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this Verification form and submit it, along with all required documents, to Student Financial Services as soon as possible, but no later than 30 days, so that your financial aid won’t be delayed.

What you should do:

1. Collect you and your parent(s) financial documents (signed federal tax forms, W-2 forms etc.)
2. Contact Student Financial Services (SFS) at Temple if you have questions about completing this worksheet.
3. Complete and sign the worksheet. It is important that you and your parent complete all questions on the worksheet. Do Not skip any questions – if your answer is Zero “0” place a “0” in the space provided or if the question does not apply to you write “N/A” for not applicable.
4. Submit the completed worksheet, tax forms, and any other documents requested by SFS with-in 14 days.
5. SFS will compare information on this worksheet and any supporting documents with the information you submitted on your application. You may need to make corrections electronically or by using your SAR.

*Schools must review the requested information under the financial aid program rules (34 CFR, part 668)*

6. Please keep the instructions but return the attached “Verification Worksheet” to the school/campus you will be attending:

Main Campus  
Student Financial Services  
1801 N. Broad Street  
Philadelphia, PA 19122  
215-204-2244

Ambler Campus  
Student Financial Services  
580 Meeting House Road  
103 West Hall  
Ambler, PA 19002  
267-468-8443

Tyler School of Art  
Student Financial Services  
1801 N. Broad Street  
Philadelphia, PA 19122  
215-204-2244

Health Science Campus  
Student Financial Services  
3340 N. Broad Street  
Philadelphia, PA 19140  
215-707-2667

School of Podiatric Medicine  
Student Financial Services  
8<sup>th</sup> and Race Streets  
Philadelphia, PA 19107  
215-629-0300

If Temple University requests your Social Security number (SSN) because federal, state, and local law requires the University to report the name, address, and SSN for certain purposes. Temple University will not disclose your SSN without consent unless it is required to do so by law, or as permitted by the University’s Social Security Number Usage Policy [http://policies.temple.edu/getdoc.asp?policy\\_no=04.75.11](http://policies.temple.edu/getdoc.asp?policy_no=04.75.11)

To receive Federal Student Financial Aid, you must submit signed copies of financial documents to the Financial Aid Administrator at your school. Read the instructions carefully and answer all questions. Do not leave items blank. Write the student's name and Social Security Number in ink on all documents. If you need additional space, a comments section is provided at the end of the form. If you have questions, contact the Financial Aid Administrator at your school.

**A. Student Information**

DATE OF BIRTH: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ TUID: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Address: \_\_\_\_\_

RETURN TO FINANCIAL AID OFFICE AT:  
**Temple University - Main Campus**  
**Office of Student Financial Services**  
**Ground Floor Conwell Hall - 1801 N. Broad Street**  
**Philadelphia, PA 19122**  
**FAX: 215-204-5897**

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your parents') 2008 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid.

Try to complete verification as soon as possible so that your financial aid won't be delayed. Your financial aid administrator will help you.

Your school must review the requested information under the financial aid program rules (34 CFR, Part 668).

**What you should do**

1. Collect your and your parents' financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Fill in and sign the worksheet—you and at least one parent.
3. Take the completed worksheet, tax forms, and any other documents your school needs to your financial aid administrator.
4. Your financial aid administrator will compare information on the documents. You may need to make corrections on your SAR and send it back to the application processor.

**B. Family Information**

1. List the people that your parent(s) will support between July 1, 2009 and June 30, 2010. Include:
  - yourself and your parents (including stepparent)
  - your parent(s)' dependent children (if your parent(s) provide more than half their support.)

Write the names of all family members. Also write in the name of the college for any family member, excluding your parents, who will be attending college at least half-time between July 1, 2009 and June 30, 2010 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Include other people as part of your family only if:

- they lived with your parent(s) and got more than half their support from your parent(s) and
- will continue to get more than half their support from July 1, 2009 through June 30, 2010.

Full Name	Age	Relationship to Student	Postsecondary School (Must be enrolled at least half-time at an eligible institution during 2009-2010)
		STUDENT	<b>Temple University</b>

2. Student's Information:
  - A. Marital Status: \_\_\_\_\_ Unmarried (Single, Divorced or Widowed) \_\_\_\_\_ Separated
  - B. Citizenship: \_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Eligible Noncitizen \_\_\_\_\_ Neither
  - C. Student's Housing: \_\_\_\_\_ On Campus \_\_\_\_\_ Off Campus \_\_\_\_\_ With Parent

**C. Student's Tax Forms and Income Information**

1. For non tax filers and all tax filers - CHECK ONE BOX ONLY. Tax Returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.
  - Check and attach signed tax return.
  - Check and complete: signed tax return will be mailed to the school by \_\_\_\_\_ (date).
  - Check here if you will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Amounts received for child support and other untaxed income. (See question 47 of the Free Application for Federal Student Aid)

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$ _____	d. _____	\$ _____
b. Workman's Compensation	\$ _____	e. _____	\$ _____
c. Untaxed Pensions	\$ _____	f. _____	\$ _____

3. If you did not file and are not required to file a 2008 Federal income tax return, list below your employer(s) and any income received in 2008.

Sources (Use the W-2 form or other earnings statements.)	2008 Amount
	\$
	\$
	\$

Note: If any portion of your 2008 Adjusted Gross Income was taxable financial aid or was earned under the Federal Work-Study Program in 2008, please list that amount here: \$

**D. Parent(s)' Tax Forms and Income Information**

1. For non tax filers and all tax filers - CHECK ONE BOX ONLY. Tax Returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

- Check and attach signed tax return.
- Check and complete: signed tax return will be mailed to the school by \_\_\_\_\_ (date).
- Check here if your parent(s) will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Amounts received for child support and other untaxed income.

A. Did your parents receive Workman's Compensation benefits in 2008? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES", please list the total amount of Workman's Compensation benefits your parents received for themselves and for their children.

\$ \_\_\_\_\_ (Attach a letter or form that shows the amount of Workman's Compensation benefits you received for yourself and the members of your family in 2008.)

B. Did you or your parents receive child support in 2008? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES", please list the total amount of child support received in 2008. \$ \_\_\_\_\_

C. Did you or your parents receive untaxed pensions in 2008? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES", please list the total amount of untaxed pensions received in 2008. \$ \_\_\_\_\_

Other sources of Untaxed Income not included in question 95 of the FAFSA	2008 Amount
	\$
	\$
	\$

3. If your parent(s) did not file and are not required to file a 2008 Federal income tax return, list below your parent(s)' employer(s) and any income received in 2008.

Sources (Use the W-2 form or other earnings statements.)	2008 Amount
	\$
	\$
	\$

4. Parents' current marital status:

Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced/Separated \_\_\_\_\_ Widowed \_\_\_\_\_

**E. Certification and Signatures**

By signing this worksheet, we certify that all the information reported to qualify for Federal student aid is complete and correct. At least one parent must sign.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's/Stepfather's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's/Stepmother's Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS WORKSHEET, YOU MAY BE FINED, BE SENTENCED TO JAIL, OR BOTH.**